

Multi-County Agency Biennial Notice Worksheet

The following checklist may assist in the review of an agency's conflict-of-interest code. This is only a guide and is not intended to be an exclusive list of issues that may need review. See reverse side for guidelines on how to amend a conflict-of-interest code.

Does the code contain the following three basic components?

- √ Language that incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code section 87302
- √ A list of designated positions whose duties include making or participating in making governmental decisions
- √ Disclosure categories specifying financial interests (investments, interests in real property, income, and business positions) that filers in designated positions must disclose

Review the agency's organization chart and duty statements

- √ Do positions need to be added or deleted?
- √ Is there a need to reclassify disclosure for any positions?
- √ Are consultants designated?
- √ Do any officials/consultants manage public investments?
- √ Amendments needed? Use underline and strikeout to illustrate changes (see reverse side).

Other Documentation

- √ A review of joint powers agreements, minutes and annual reports may assist in determining whether designated positions and their respective disclosure categories are accurately reflected.

Notification

- √ If amendments are needed, notify employees and the public.

How to Amend a Multi-County Agency Conflict-of-Interest Code

The following guidelines are a brief description of the steps that are necessary to amend a conflict-of-interest code. Additional information may be required depending on the specific amendment. Please contact the FPPC at (916) 322-5660 or toll free at (866) ASK-FPPC for assistance if you have questions.

Non-Substantive Amendments

1. Send the FPPC a letter describing the positions that have been deleted or renamed.
2. Include a copy of the entire code showing the changes in strikeout/underscore format. (See sample below.)
3. Include a declaration by the chief executive officer. (See website for example.)

Substantive Amendments

1. Prepare an initial proposed amendment.
2. Prepare a Notice of Intention. (See website for example.) A 45-day comment period is required.
3. Provide notice to members of the public and to each employee affected by the proposed amendment.
4. File a copy of the Notice of Intention with the FPPC at least 45 days before the close of the comment period.
5. Submit to the FPPC three copies of the proposed code amendment in strikeout/underscore format, along with each of the following:
 - a. A declaration by the Chief Executive Officer.
 - b. A summary of any hearing, including the names and addresses of any participants.
 - c. Copies of all written comments.
 - d. Written justification for all changes.
 - e. The most current organizational chart of the agency (if applicable).
 - f. Job descriptions of all positions affected by the changes.

Example strikeout/underscore format

III. PUBLIC WORKS OFFICE	
<u>MAINTENANCE DIVISION</u>	
1. Maintenance Superintendent.....	2
<u>2. Maintenance Supervisor.....</u>	<u>2</u>
2. Asst. Maintenance Superintendent.....	2
3. Senior Equipment Technician.....	3
3. Equipment Services Technician.....	3
<ul style="list-style-type: none">• The Public Works Office became the Maintenance Division.• The Asst. Maintenance Superintendent was reclassified to Maintenance Supervisor• The Equipment Services Technician is a manual position and was deleted.	